

**TOWN OF TIVERTON**  
**SEEKING APPLICANTS FOR**  
**PART TIME – SENIOR CENTER ASSISTANT TO DIRECTOR**

The Town of Tiverton is currently seeking a qualified person to work in a part-time capacity as an Assistant to the Senior Center Director. This position is scheduled for 20 hours per week. Application and job description are also available on Tiverton website [www.tiverton.ri.gov](http://www.tiverton.ri.gov).

Submit all applications, resumes and references to Tiverton Personnel Board, PO Box 38, Tiverton, RI 02878 marked ATTN: Senior Center Assistant to Director or via email to [tivertonpersonnel@tiverton.ri.gov](mailto:tivertonpersonnel@tiverton.ri.gov).

Tiverton is an Affirmative Action/Equal Opportunity Employer

**JOB DESCRIPTION**

**SENIOR CENTER – ASSISTANT TO DIRECTOR**

Classification: Part Time - 20 hours per week – 8:30 am to 12:30 pm

**SUPERVISION RECEIVED**

Responsible to Senior Center Director and Town Council

**QUALIFICATIONS**

Social service and/or experience working with the elderly population preferred.

Must be efficient in Excel and Word. Ability to maintain records and statistics. Professional telephone skills and personality to deal with older adults and confidentiality is necessary.

**DUTIES**

Maintain statistics of Center attendance, meals, and transportation. Answer telephone, referring calls for information and referral, scheduling appointments as necessary, or referring to Director as needed. Take meal, bus, class, and special event reservations. Maintain regular contact with Center participants communicating with them on a regular basis and assisting them when necessary. Assist with the receiving and distributing donated medical equipment as required. Send weekly press releases to newspapers.

Maintain the following financial records: assist in maintaining checkbook for Senior Center account; Count donations collected from senior meal program and class donations; Complete weekly Meals on Wheels meal count and donation reports; Complete monthly Congregate meal site reports; Make regular bank deposits.

Assist in responsibility for day to day operation of the Center and arrange for volunteer to help as needed.

Assist Director in all aspects of Senior Center operations as deemed necessary.

Updated 8/11/2021